

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



**HOW TO CONTACT THE NDE HELPDESK**

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we move to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question.  
Click Submit.
2. Send an email to: [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (NOTE: This is a NEW email address)  
Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**  
Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.



**New Membership Counting Day**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

LB 1081 was approved by the Legislature 4/11. Sec. 6 (4)(a) changes the state counting day to October 1 from the last Friday in September. We are hopeful that having one counting day for students will simplify reporting and validating data. It will take our ADVISER team a while to update the Adviser Validation and Verification Reports to reflect this change.



**Summer School Supplement (CDC collection) – OPEN: August 1 – DUE: August 15**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

The Summer School Supplement will open in the CDC on August 1. This collection is due on **August 15** with the audit window from **August 16 through August 31**. At the end of each regular school term the Nebraska

Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.



**2017-2018 Staff Reporting – OPEN: August 1 – DUE: September 15**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

The 2018-2019 Staff Reporting collection opened Wednesday, August 1. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The Staff Reporting data collection is located under the “Student & Staff” tab in the NDE Portal. Special Purpose Schools (State Operated), Education Service Units and Interim Programs (Rule 18) should report during this timeframe as well. Options for submission are online entry and upload. Staff Reporting Instructions are available here: [Staff Instruction Manual 2018-2019](#). Appendix A in the Staff Reporting Instructions details the changes that were made since 2017-2018.

When completing the Staff Reporting 2018-2019, double check to make sure the email addresses are correct for each staff member that is required to have one. If a correction is made to the email address that NDE had in Staff Reporting, have the staff member log into their NDE Portal account under the “My Profile” tab and verify if their email address is correct, or have them update it. NDE uses the email addresses from Staff Reporting and the NDE Portal for communications so keeping them current is very important.



**ADVISER 2018-2019 Fall Work Days**

Contact: NDE Helpdesk (888-285-0556 or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

ADVISER workdays have been scheduled for the 2018-2019 Fall collection. Please contact the ESU to register for these workdays. They are from 9 am – 3 pm and most ESU’s provide lunch. There will be no formal presentations at these workdays, they are scheduled to give you time to work on your data reporting with ESU and NDE staff onsite to assist. We strongly suggest that you attend a workday. You may go to any ESU that works best for your schedule.

<b>18-19 FALL ADVISER WORKDAYS NDE</b>			
<b>ESU</b>	<b>Date</b>	<b>Day</b>	<b>Registration Link</b>
ESU 4 – Auburn	September 11	Tuesday	<a href="http://www.esu4.org">www.esu4.org</a>
ESU 6 – Milford@SCC Dunlap Center	September 17	Monday	<a href="http://www.esu6.org">www.esu6.org</a>
ESU 5 – Beatrice	September 20	Thursday	<a href="https://www.esu5.org/">https://www.esu5.org/</a>
ESU 9 – Hastings	September 24	Monday	<a href="https://esu9.org/">https://esu9.org/</a>
ESU 10 – Kearney	September 27	Thursday	<a href="https://esu10.org/">https://esu10.org/</a>
ESU 11 – Holdrege	September 28	Friday	<a href="http://esu11.org/">esu11.org/</a>
ESU 2 – Fremont	September 28	Friday	<a href="https://www.esu2.org/">https://www.esu2.org/</a>
ESU 15 – Trenton	October 1	Monday	<a href="mailto:register@esu15.org">register@esu15.org</a>
ESU 16 – North Platte	October 2	Tuesday	<a href="https://www.blogesu16.org/">https://www.blogesu16.org/</a>
ESU7 – Columbus	October 2	Tuesday	<a href="https://www.esu7.org/">https://www.esu7.org/</a>
ESU 16 – Ogallala	October 3	Wednesday	<a href="https://www.blogesu16.org/">https://www.blogesu16.org/</a>
ESU 13 – Scottsbluff	October 4	Thursday	<a href="https://www.esu13.org/">https://www.esu13.org/</a>
ESU 1 – Wakefield	October 8	Monday	<a href="http://www.esu1.org/">www.esu1.org/</a>
ESU 8 – Neligh	October 9	Tuesday	<a href="http://www.esu8.org/">www.esu8.org/</a>

ESU 4 – Auburn	October 11	Thursday	<a href="http://www.esu4.org">www.esu4.org</a>
ESU 17 – Ainsworth	October 11	Thursday	<a href="http://www.esu17.org/">www.esu17.org/</a>
ESU3 – Papillion	October 16	Tuesday	<a href="https://goo.gl/forms/zbrvLpY4JFfuGIH02">https://goo.gl/forms/zbrvLpY4JFfuGIH02</a>
ESU 5 – Beatrice	October 18	Thursday	<a href="https://www.esu5.org/">https://www.esu5.org/</a>
ESU 2 – Fremont	October 19	Friday	<a href="https://www.esu2.org/">https://www.esu2.org/</a>
ESU 6 – Milford@SCC Dunlap Center	October 22	Monday	<a href="http://www.esu6.org">www.esu6.org</a>



### **NDE Student Unique Identifier – It’s That Time Again to Update**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

**All** students in Pre-Kindergarten – Grade 12 (Public, Nonpublic and Special Purpose Schools) and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need to be updated each year with current school information. Step-by-Step instructions can be found on our website at the following web address: [https://www.education.ne.gov/nssrs/docs/NSSRS\\_Steps\\_Uniqid\\_2016-03-02.pdf](https://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_2016-03-02.pdf). Prior to submitting the Student template for the first time for 2018-2019 school year, **ALL new and returning students** should have their Unique Identifier (State ID’s) assigned/updated. On all returning students, any information that has changed (grade level, school building and school year) needs to be updated in the Student Unique Identifier Collection.



### **District Curriculum Contacts – OPEN: August 1 – DUE: September 15**

Contact: Cory Epler (402-471-3240 or [cory.epler@nebraska.gov](mailto:cory.epler@nebraska.gov))

Using the **District Contact Information** form, located under the “**Data Collections**” tab in the NDE Portal, select **Curriculum Contact** to provide contact information for the elementary, middle, and high school curriculum contact. These individuals will become the primary contact for information related to standards, instruction, and instructional materials (curriculum, interventions, etc.).

Curriculum Contacts are those individuals that have an understanding of curricula/instructional materials being used by the school district, coordinate curricula/instructional materials selection processes for the school district, and ultimately have responsibility for the implementation of curricula/instructional materials being used.

### **NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.



### **Time & Effort Logs for Federal Grants (ESSA, IDEA, & CTE)**

Contact: Shane Rhian (402-471-4313 or [shane.rhian@nebraska.gov](mailto:shane.rhian@nebraska.gov))

All staff paid with Federal grants through NDE must complete an acceptable time and effort log to adequately document the allocation of their salaries and benefits to that grant. NDE Grants Management Staff will be requesting copies of time and effort logs when reviewing final reimbursement request for 2017-18 grants in the Grants Management System. Please refer to the NDE State and Federal Grants Management Guidance

(beginning on page 41) and sample logs at the following link:  
<https://www.education.ne.gov/federalprograms/time-and-effort-reporting/>.



**Accredited Schools (Rule 10) – Notice of Change in Assurance Statement and Fall Mailing Protocols for 2018-2019 School Year**

Contact: Kris Gottula (402-471-2444 or [kris.gottula@nebraska.gov](mailto:kris.gottula@nebraska.gov))

Please note the following two changes to protocols in the Accountability, Accreditation, and Program Approval Office:

1. In the online Assurance Statement, public school district administrators will be asked to check “Yes” or “No” for each Rule 10 item in the statement, indicating compliance or non-compliance. This is different from years past when a single checkmark indicated compliance with all items in the statement.
2. In the past, public school district superintendents have received a Fall Mailing packet from the NDE Accreditation Office which has included a copy of Rule 10 and supporting documents. This year, superintendents will receive a letter and an email, both of which will include links to the NDE website, where Rule 10 and supporting documents can be found. If you have difficulties accessing the documents on the NDE website, please contact Kris Gottula to request that printed documents be mailed to you.

***Denise Schuyler***

*Data, Research, and Evaluation - NDE IT Helpdesk Specialist*



Helpdesk: 888-285-0556 – [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

Email: [denise.schuyler@nebraska.gov](mailto:denise.schuyler@nebraska.gov)